



## City of Covington

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### **HUMAN SERVICES COMMISSION MINUTES**

**January 12, 2012 - 6:30 p.m.**

Council Chambers

#### **CALL TO ORDER**

Chair Haris Ahmad called the January 12<sup>th</sup> meeting of the Human Services Commission to order at 6:37 p.m.

#### **MEMBERS PRESENT**

Haris Ahmad, Saqib Ahmad, Leslie Hamada, Colleen Holmes, Fran McGregor-Hollums, and Aunna Moriarty, and Sue Ray (excused at 7:40 p.m.)

#### **CITY STAFF PRESENT**

Victoria Throm, Personnel & Human Services Analyst

#### **PLEDGE OF ALLEGIANCE**

Chair Ahmad led the Pledge of Allegiance.

#### **APPROVAL OF CONSENT AGENDA**

Victoria Throm asked to amend the agenda to add a presentation by Tami Kapule from the Kent Fire District and move Item 3 to Item 2.

**CM RAY MOVED AND CM HAMADA SECONDED TO APPROVE THE AGENDA AS AMENDED. VOTE: 7-0. MOTION CARRIED.**

**CM McGREGOR-HOLLUMS MOVED AND CM HOLMES SECONDED TO APPROVE THE MINUTES OF SEPTEMBER 8, 2011 AND OCTOBER 13, 2011 AS WRITTEN. VOTE: 7-0. MOTION CARRIED.**

#### **PRESENTATION BY TAMI KAPULE, KENT FIRE DEPARTMENT**

Tami Kapule gave a presentation of the Kent Fire CARES program. This program helps to limit the number of repetitive calls the elderly make to 911 by connecting them with the resources they need. After one year the data supports the success of the program resulting in a significant reduction of 911 calls and saving money. Each time a medic is called to a home they provide them with a list of common used resources that is magnetic so it can be put on the refrigerator for easy reference. Tami is currently working with Victoria to update the list to include Covington food banks, minor home repair, and human service staff as additional resources for our residents.

**NEW BUSINESS:**

*Item 1. Report on Site Visit to Storehouse Food Bank*

Six commissioners attended the site visit to Storehouse on a Saturday to be involved in the process of packing food boxes as well as going out on delivery with each driver's team. They were very impressed with the organization and speed of which the volunteers were able to pack the food boxes. Several commissioners commented on the experience of delivering the food boxes to areas they did not know existed in Covington and how good the driver's relationships are with the families. Some of the concerns discussed were how several families did not even come to the door during delivery and the fact that some families have been receiving food boxes for five years. The Commission would like to see more education provided to these residents about budgeting and finance with the goal to get off dependency of food banks. Overall, the commission would like to see more accountability in who the Storehouse serves.

*Item 2. Report on Meeting with Nathan Phillips, Program Manager for Capacity Building Project, Regarding 2011 Performance Measure Report. – ACTION ITEM*

CM Holmes, CM McGregor-Hollums and staff member Victoria Throm met with Nathan Phillips in December to discuss the accomplishments and goals for the Capacity Building Project. Nathan had not submitted any quarter invoices or service reports for 2011 up to this date. CM Holmes and McGregor-Hollums reported to the commission the results of that meeting and shared their views of this program.

Nathan Phillips submitted an Invoice for the 4<sup>th</sup> quarter and a service report stating he did achieve the performance goals. He shared about the various projects he worked on this year which included Human Services Levy, meeting with funders from Seattle to convince them about the need for more funding in South King County, and providing technical assistance to small grass-roots agencies. He did make contact with the Storehouse but they did not have a great interest in working with him at this time.

Following this report the commission held a discussion about approving funding for this program. CM McGregor-Hollums pointed out that they did meet the performance measures and therefore should be reimbursed. CM Holmes noted that she went into the meeting with Nathan very skeptical but after talking with Nathan she had more understanding about the important work the program can accomplish on behalf of the non-profits and that it is difficult to measure compared to agencies that provide direct services to residents. Both felt that it is a valuable program that can attract funders from Seattle to SKC which benefits the agencies that serve our residents. CM Hamada held some concerns about the value of this program and how she felt there may be other ways to accomplish the goals, however, agreed that we should approve a reimbursement for this year.

**ACTION: CM HOLMES MOVED AND CM MCGREGOR-HOLLUMS SECONDED TO APPROVE REIMBURSEMENT TO THE CAPACITY BUILDING PROJECT IN THE FULL AMOUNT. VOTE: 7-0. MOTION CARRIED.**

*Item 3. Review 4<sup>th</sup> Quarter Human Service Reports – ACTION ITEM*

Service reports and Outcome Reports for the 4<sup>th</sup> quarter were reviewed. Not all agencies had submitted their reports by the date of this meeting. The following agencies were reviewed:

DAWN  
Dynamic Family Services  
Kent Youth & Family Services / Clinical Services  
Kent Youth & Family Services / Head Start & ECEAP  
King County Sexual Assault Resource Center  
Pediatric Interim Care Center  
Maple Valley Food Bank  
YWCA / Domestic Violence Services  
YWCA / Emergency Housing Program

All agencies except the YWCA Emergency Housing Program met or exceeded their annual goals. Some of the noteworthy goals were: Pediatric Interim Care Center served one Covington infant in the 4<sup>th</sup> quarter; Head Start enrolled 26 Covington children; and Dynamic Family Services served 80 unduplicated Covington youth in their therapy program.

**ACTION: CM MCGREGOR-HOLLUMS MOVED AND CM HAMADA SECONDED TO APPROVE REIMBURSEMENT TO MAPLE VALLEY FOOD BANK, DAWN, KENT YOUTH & FAMILY SERVICES CLINICAL SERVICES & HEAD START ECEAP, KCSARC, PICC, DYNAMIC FAMILY SERVICES, YWCA DOMESTIC VIOLENCE SERVICES, AND CAPACITY BUILDING PROJECT. VOTE: 6-0. MOTION CARRIED.**

*The Commission did not approve funding to YWCA Emergency Housing for 3<sup>rd</sup> and 4<sup>th</sup> quarter due to failure to serve any Covington families as projected. This resulted in \$1,671 of unspent human service funds.*

*Item 4. Designate Covington Employees Human Service Donation Fund to Agencies – ACTION ITEM*

Victoria Throm announced that there was \$840.00 in the employee human service fund for 2011 and the commission's responsibility is to designate those funds to one or more of our funded human services agencies. In addition, the commission may also designate the \$1,671 of unspent funding. The total funding amount was \$2,511.00. The commissioners reviewed the performance goals for 2011 and discussed how they wanted to use the unspent funding. The consensus was to split the funding with three agencies.

**ACTION: CM MCGREGOR-HOLLUMS MOVED AND CM HAMADA SECONDED TO DESIGNATE COVINGTON EMPLOYEE HUMAN SERVICE DONATION OF \$840.00 AND UNSPENT HUMAN SERVICE FUNDING OF \$1,671.00 TO:**

HEAD START/ECEAP	\$1,000
KENT YOUTH & FAMILY CLINICAL SERVICES	\$1,000
DYNAMMIC FAMILY SERVICES	\$ 511

**VOTE: 6-0. MOTION CARRIED.**

**OLD BUSINESS:**

*Item 5. Review Draft Human Service Master Plan with Council's Revision*

This item was tabled to the February meeting.

**COMMENTS**

CM Hamada shared details about a proposed homeless day center located in Kent. It will be coordinated by the Union Gospel Mission and the goals are to have showers, counseling, and two meals per day provided by local churches, laundry facilities and a mobile van for homeless clients. She asked that the commission gives their support for the day center.

**CM HAMADA MOVED AND CM HOLMES SECONDED TO SUPPORT THE EFFORTS FOR THE NEW KENT HOMELESS DAY CENTER. VOTE: 6-0. MOTION CARRIED.**

With no further business, Chair Ahmad adjourned the meeting at 8:25 p.m.

Submitted by:



Victoria Throm  
Personnel & Human Services Analyst